## 3.3 <u>APPLICATION TO PAY FILING FEE IN INSTALLMENTS</u>

This process shows the steps and screens required for you to file an Application to Pay Filing Fee In Installments using CM/ECF.

**NOTE**: An order regarding the Application To Pay Filing Fee in Installments will be automatically generated by the court and served upon the appropriate parties.

Step 1 - Click on the Bankruptcy hyperlink on the blue CM/ECF Main Menu Bar.



**Step 2** - The BANKRUPTCY EVENTS screen displays.



## Click on **Motions/Applications** hyperlink.

For further information on each of these categories, click the (Help) icon.

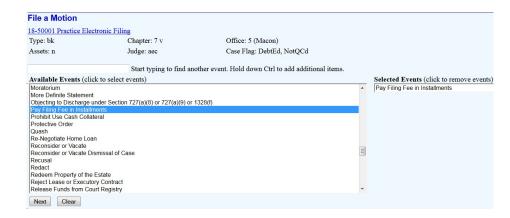
**Step 3** - The CASE NUMBER screen displays.

File a Motion	
C	Case Number
	5:18-bk-50001
1	Next Clear

Enter the case number for the appropriate case.

Click the [Next] button.

**Step 4** - The EVENTS screen displays.

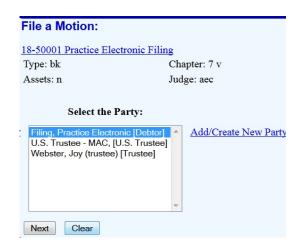


Select **Pay Filing Fee in Installments** from the list of events. Click the [Next] button.

**NOTE**: You can type the first letter (P for Pay) and the highlight bar will immediately select the first entry beginning with P. As you type a key word, the program reduces the list of available events to those events that match your search selection criteria.

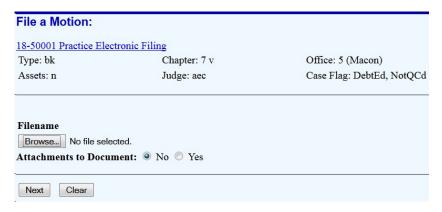
**Step 5** - The SELECT PARTY screen displays.

\*Select the debtor(s) as the filer(s) of this Application



Click the [Next] button.

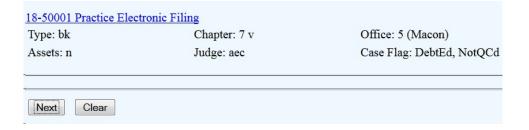
**Step 6 -** The SELECT PDF screen displays.



Select the .pdf file to associate with this event. For more detailed information about creating and attaching .pdf files, see instructions: How To Convert Documents to PDF.

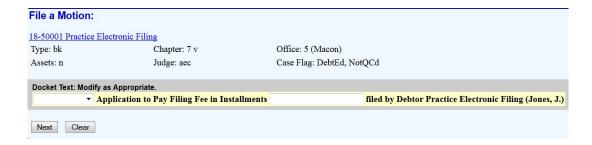
Click the [Next] button.

**Step 7** - The following case information screen will appear next. Verify that the case name and case number information is correct.



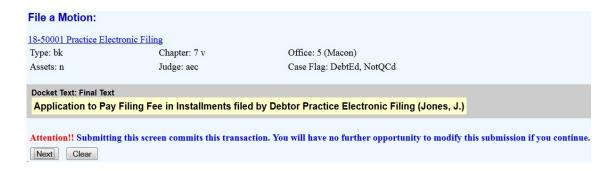
Click the [Next] button.

Step 8 - The DOCKET TEXT screen displays. Modify if appropriate.



Click the [Next] button.

**Step 9** - The FINAL DOCKET TEXT screen displays.



This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.

If the final docket text is incorrect, click the browser [Back] button to find the screen you need to modify.

To abort or restart the transaction, click on an option on the blue CM/ECF Main Menu Bar. Click the [Next] button if correct.

## Step 10 - The NOTICE OF ELECTRONIC FILING screen displays.

## File a Motion:

18-50001 Practice Electronic Filing

Type: bk Chapter: 7 v Office: 5 (Macon)

Assets: n Judge: aec Case Flag: DebtEd, NotQCd

U.S. Bankruptcy Court

Middle District of Georgia

Notice of Electronic Filing

The following transaction was received from J. Jones entered on 2/9/2018 at 4:33 PM EST and filed on 2/9/2018

Case Name: Practice Electronic Filing

Case Number: <u>18-50001</u> Document Number: <u>5</u>

Docket Text:

Application to Pay Filing Fee in Installments filed by Debtor Practice Electronic Filing (Jones, J.)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: CASE LOAD JAN-FEB.pdf

**Electronic document Stamp:** 

[STAMP bkecfStamp\_ID=970768733 [Date=2/9/2018] [FileNumber=71082-0] [1 52ec8e7f191ce6b23bd43522ee861d9dee49e8b94b7d6992a5731ae95d7874c17a0626 633ce91e2ad2baed12e4f6bdb48a3521f15f1fa6d2a40840043b7929c]]

18-50001 Notice will be electronically mailed to:

**NOTE:** To file an Amended Application to Pay Filing Fee in Installments:

- Click on Bankruptcy Heading
- Click on the Other hyperlink
- Choose the event "Amended Document."

When prompted, link this amended document to the original application.